

TRADES HELPER

DEFINITION: Under immediate supervision, performs work of the skilled trade profession under guidance of a journey level trades staff; assists journey level trades and skilled workers engaged in any one of the following trades areas: plumbing, electrical, welding, sheet metal, carpentry, plastering, painting, construction, transportation and warehousing; performs the less technical trades work that are routine, simple and repetitive independently; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists journey level staff engaged in the repair, maintenance, assembling, installation, remodeling and construction of various trades projects; performs and executes work jointly with journey level staff on the more technical trades work; on assignments where the employee will engage in the work independently, receives detailed instructions with each new assignment.

Assists trades and crafts workers with most manual labor work, such as: lifting and holding materials in place while the more experienced journey level worker completes the project; measures and cuts materials according to specifications; unloads and loads supplies and equipment; maintains up keep of work station; clears debris from work site to prevent work hazard accidents and contamination of work project; uses various hand and power tools and equipment of the trade.

Typical work of the trades profession performed may involve one or more of the following: welds various kinds of metal parts together under close guidance of a senior journey level trades worker; replaces floor tiles, hangs and/or installs drywalls; assists carpenters in rough and finish work; assists electricians with electrical wiring of buildings; assists plumbers with pipe cutting and threading or the installation of fixtures or water heaters; assists in the building of concrete forms and stone walls; may assist as rod man under direction of a technician or surveyor; may assist in installing dam monitoring devices and building small diversions, turnouts and gabion type structures on dams and irrigation projects.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of basic construction and maintenance methods, practices and procedures.

Knowledge of basic hand and power tool use and maintenance.

Knowledge of occupational safety and health practices and procedures.

Skill in following oral and/or written instructions.

Skill in safely loading and unloading tools, equipment and supplies.

Skill in cleaning and maintaining tools and equipment.

Skill in safely utilizing hand and power tools performing semi to unskilled work.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies weighing up to 100 pounds while working for extended periods of time in an outdoor environment.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and six (6) months experience assisting a skilled trades person or performing manual work.

THE NAVAJO NATION

Class Code: 4170
General Services and Maintenance Series
Skilled Trades Group
Overtime Code: Non-Exempt
Pay Grade: 56

TRADES HELPER

PREFERRED QUALIFICATIONS:

- One (1) year of construction or maintenance work experience.
- Apprentice experience in a skilled trade area.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.